



Embassy of the United States of America
Kyiv, Ukraine

JOB OPPORTUNITY ANNOUNCEMENT

005

Date: January 26, 2016

TO: ALL MISSION PERSONNEL

FROM: CALANDRA HERSRUD – ASSISTANT MANAGEMENT OFFICER

SUBJECT: PROGRAM MANAGEMENT ASSISTANT

Interested candidates are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. *The application procedure* is outlined at the end of this notice. Questions should be directed to the Human Resources Office.

POSITION TITLE: Program Management Assistant

OPEN TO: ALL INTERESTED CANDIDATES

GRADE LEVEL: FSN-09, FP-05* (Full Performance Level)

WORK HOURS: Full Time, 40 hours per week

POSITION TYPE: Permanent

OFFICE LOCATION: Centers for Disease Control and Prevention (CDC)

OPENING DATE: Immediate

DEADLINE: February 9, 2016 at 6 P.M. Kyiv Time

**FP –05 is subject for confirmation with Washington.*

IMPORTANT ELIGIBILITY NOTE:

ALL U.S. CITIZENS, WHO ARE ORDINARILY RESIDENTS IN UKRAINE AND THIRD COUNTRY NATIONAL APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION. SUCH APPLICANTS ARE REQUESTED TO ATTACH COPY OF THEIR *RESIDENCY PERMIT* TO THE APPLICATION.

BASIC FUNCTION OF POSITION:

The incumbent provides technical and programmatic assistance to the Technical Team Lead for Programs, Strategic Information (SI) Advisor, and cooperative agreement Activity Managers at CDC Ukraine to ensure no interruption in the execution of program activities related to SI, technical COAG oversight, COP, and data quality management. This position will be responsible for coordinating and leading: 1) data collection, entry, and reporting for SI requirements and quarterly reporting; 2) site monitoring visits for quality improvement of HIV/AIDS programs (SIMS); and 3) data requests and special reports for the interagency team, CDC HQ, and OGAC.

EDUCATION:

Bachelor degree or host country equivalent in project management, public administration, public health, international development, business administration, management, economics, accounting, or finance is required.

WORK EXPERIENCE:

Five years of progressively responsible project management or administrative management experience is required. Experience with either customer service, or oversight of projects, budgets is also required.

LANGUAGE:

Level III English (good working knowledge in reading, writing and speaking) is required, Level IV Russian and Ukrainian (fluency in speaking/reading/writing) is required.

KNOWLEDGE:

Detailed knowledge of overall project management principles, guidelines, and procedures related to the administration of grants or contracts, as well as related management, coordination, monitoring, reporting, audit, and accounting requirements. Detailed knowledge of the host country's operational environment and legislation. Good working knowledge of common administrative procedures required. Good writing and oral skills required including English grammar, punctuation, paragraphing and spelling.

SKILLS AND ABILITIES:

The position requires accomplished writing skills, and computer skills with standard knowledge of office software applications, including word processing, databases, and spreadsheets. Must have excellent organizational skills, problem solving skills, and must be able to work with little supervision. Must be able to assist in drafting presentations and conducting briefings. Must demonstrate cooperative working relationships with supervisors, staff and other project-associated persons and agencies.

APPLICATION AND SELECTION PROCESS:

✓ The Universal Application for Employment (DS-174) is a **mandatory** application for all locally recruited positions. To apply for this position all interested candidates should fill out the DS-174 **in English** and submit it to the Embassy Human Resources Office by COB **February 9, 2016**. The new DS-174 is available on the official U.S. Embassy website under the Employment Opportunities section:

<http://ukraine.usembassy.gov/job-opportunities.html>.

Universal Application for Employment (DS-174) can be filled out electronically and emailed to: KyivHR@state.gov or faxed to: [521-51-55](tel:521-51-55).

Note: Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Any application package that doesn't include a complete DS-174 will be considered incomplete and will not receive further consideration for recruitment.

ADDITIONAL SELECTION CRITERIA:

- Actual hiring for this job is subject to funds availability and should be confirmed by an appropriate bureau before a job offer is made.
- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving a *probationary period* are not eligible to apply for this position.
- Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- US Citizen EFMs who are currently employed under *Family Member Appointment* (FMA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- US Citizen EFMs and NORs who are currently employed under *Personal Services Agreement* (PSA) must work for 90 calendar days of their current position before being able to apply for advertised position.
- **U.S. Veterans and U.S. Citizen EFMs will be given preference in hiring over other *equally qualified candidates* in accordance with Section 301 (c) of the Foreign Service Act of 1980.** Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.
- All qualified EFM candidates will be interviewed by the Post Employment Committee and the hiring office. The PEC selects the candidate for the position and conveys that selection to the Front Office for concurrence.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The U.S. Mission in Kyiv provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals

with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.